

0340.06 Paper Recycling

Issued January 6, 1997

SUBJECT: Paper Recycling

APPLICATION: Executive Departments and Sub-units, the Judicial and Legislative Branches of State Government.

PURPOSE: To centralize and administer the collection, processing and recycling of wastepaper from all State of Michigan offices.

CONTACT AGENCY: Department of Management and Budget (DMB)
Tenant and Land Services
Stevens T. Mason Building
530 W. Allegan Street, 1st Floor
P.O. Box 30026
Lansing, Michigan 48909

TELEPHONE: (517) 373-6227

FAX: (517) 241-3143

SUMMARY: State offices are required to participate in a paper recycling program. Tenant and Land Services will, to the extent possible, offer assistance to agencies in the recycling program.

APPLICABLE FORMS: None

PROCEDURES:

Tenant and Land Services:

- Is authorized to implement the requirements of Public Act 411 of 1988 as it relates to the recycling of wastepaper.
- Administers either internal resources or contractual services for the pickup of recyclable office paper for those agencies within Ingham and Eaton counties.
- To the extent possible, assist locations not served through current services with information and guidance in office paper recycling.

Agency:

- Required to establish, participate, and expand wastepaper recycling.
- Must provide a recycling coordinator to act as a liaison between the agency and Tenant and Land Services. Multiple coordinators within a department or agency are desirable to facilitate activities within the various facilities to be served.
- Employees are required to source separate paper grades to be recycled at their desk or work-site and empty into intermediate containers where provided. Paper is to be stored in a safe location, keeping materials clean, dry and free from contaminants. Separation of paper grades includes white ledger and mixed paper.
 - Intermediate boxes are to be emptied by custodial personnel or volunteers, when necessary, into large Gaylord boxes or designated receptacles for pickup and transportation.

- In locations where space precludes use of Gaylord boxes, a small mobile cart or plastic trash bag may be used.
- Where services are provided, collects cardboard and newsprint for recycling.
- Must instruct employees on the proper methods of source separation.
 - Contaminates such as plastic wrapping, carbon paper, metal fasteners, etc., are not acceptable and must be removed from the paper to be recycled prior to shipment.
- Charges may be incurred by the agency if proper source separation is not applied.
- May be charged for additional services which are determined by location served, frequency of pickup and volume of material being picked up.
- Maintains responsibility for:
 - Obtaining additional equipment and supplies necessary to facilitate the collection of recycled paper.
 - Location of paper collection areas.
 - Enforcing employee participation.
 - Ensuring proceeds from the local sale of recycled material is not used for personal or private activities such as flower funds, coffee programs, holiday or retirement parties, etc. Proceeds, less expenses for the sale of scrap paper to a local recycler, shall be deposited into the DMB-Paper Recycling Program to assist in paying the cost of the recycling program. Checks should be made payable to the "State of Michigan" and forwarded to DMB-Tenant and Land Services-Recycle Program, Mason Bldg., 530 W. Allegan St., 1st Fl., P.O. Box 30026, Lansing, MI, 48909.
- Additional information and assistance in establishing or expanding a program relative to these procedures may be obtained by logging onto the State's Recycle Program website at http://www.michigan.gov/dmb/0,1607,7-150-9141_25043---,00.html .

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